

## **GREATER WILLINGTON TOWN COUNCIL**

### **TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER JOB DESCRIPTION**

#### **Overall Responsibilities**

The full title of the post shall be Town Clerk and Responsible Financial Officer to the Council. They will be the Proper Officer of the Council and, as such, is under a statutory duty to carry out all the functions of the Council and to serve or issue all the notifications that a local authority's Proper Officer is required to do.

#### **The Town Clerk and Responsible Financial Officer will:**

- Be totally responsible for ensuring that the instructions of the Council are carried out.
- Advise the Council on, and assist in the formulation of, overall policies to be followed in respect of the Council's activities.
- Produce all the information required for making effective decisions and implement effectively and constructively all decisions made by the Council insofar as they are within the law.
- Be accountable to the Council for the effective management of all its resources and report to Council as and when required.
- Be responsible for all the financial records of the Council and the careful and effective administration of its finances.

#### **Administrative and Legal Responsibilities**

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To ensure that the Council's obligations regarding proper insurance are met.
- To advise the Council in its legal obligations, including those as an employer and in relation to Health and Safety
- To prepare, in consultation with appropriate Members and in line with agreed timescales, agendas and reports for meetings of the Council and its committees; to attend such meetings and prepare the minutes for approval.
- To receive correspondence and documents on behalf of the Council and to deal with the correspondence and documents or bring such items to the attention of the Council as necessary. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields to be better informed when advising the Council.
- To draw up, both on his/her own initiative and as a result of suggestions by the Council, proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.
- To supervise any other employees of the Council in keeping with the policies of the Council and statutory requirements such as employment and health and safety legislation. To undertake all necessary activities in connection with the payment of salaries and wages, conditions of employment and day to day work of other employees.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, to suggest modifications.
- To act as a representative of the Council as and when required.
- To issue notices and prepare agendas and minutes for the Annual Parish Meeting and Annual Meeting of Electors; to attend the meetings of the Annual Parish Meeting and Annual Meeting of Electors and to implement any decisions made there at.
- To prepare and issue the agendas for all meetings of the Council and its committees. To attend all meetings of the Council and its committees and prepare the minutes thereof for approval.
- To prepare and issue the various statutory notices within the relevant time scales required by various legislation.

- To have a working knowledge of and keep abreast with any changes in the law affecting local government and undertake all relevant training.
- To provide the town Council information to a nominated person for inclusion in our website within pre-arranged timescales.
- To administer the waiting list for the Council's three allotments sites and to allocate allotments accordingly.
- To carry out regular inspections of the allotments sites to identify any breaches of tenancy and to take necessary enforcement action.
- To update and monitor the annual Risk Register and Annual Investment Strategy.

### **Financial Responsibilities**

- To act as the Council's responsible Financial Officer to ensure that the Council are carrying out their statutory duties
- To prepare financial reports for the Council. These reports will cover budget monitoring, fund balances, receipts of monies to date, payroll summary, payments of accounts, and other current financial matters.
- To prepare draft budgets. When approved by the Council, these will form the basis for budget monitoring during the year.
- To submit to the principal authority the Precept approved by the town Council and supply any breakdown requested by the principal authority.
- To bank regularly all monies received by the town Council.
- To ensure that all monies due to the Council are billed and collected properly, including allotment rents.
- To manage cash flow and any investments and undertake any transfers between bank accounts
- To verify suppliers' invoices and to pay such invoices by cheque after obtaining authority from the Council to do so.
- To prepare and submit annual VAT returns and to deal with any VAT inspections.
- To prepare and balance final accounts in accordance with the Accounts and Audit Regulations and report thereon to Council.
- To ensure that the Annual Governance and Accountability Return is approved and returned to the external auditor by the specified deadline.
- To monitor compliance with the Regulations and to ensure that correct financial systems are in place. The purpose of such Regulations is to set out the arrangements for governing the conduct of the financial transactions of the Council and to ensure compliance with the accounting requirements of the Regulations.
- To manage insurance risk. To process any insurance claims and report to the Council as and when necessary on the insurance risk covered.
- To maintain the Council's Register of Property and Assets.

### **Other responsibilities**

- To act as a representative of the Council as required including attending meetings with key stakeholders and positively promoting the Council within the local community to ensure its continued presence in local affairs.
- To actively pursue any opportunities for inward investment and grant-aid which may match the Council's priorities.
- To process and respond to freedom of information (FOI) requests in a professional manner ensuring Council approval where appropriate before information is released.
- To attend training courses on the work and role of the Clerk as required by the Council.
- To manage the Council's facilities and services and provide advice and reports where necessary, with specific reference to allotments.
- To undertake specific projects from time to time at the request of the Council.

- To act as the first point of contact in cases of emergency.
- To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

This job description is subject to review and may change over time to meet the needs of the organisation. Any changes will be subject to consultation with the post holder.